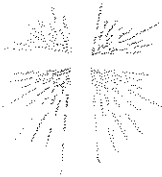


The Episcopal Church
of The Advent



Vestry Agenda

July 18, 2017 at 8:30 A.M.

	Presenter	Estimated Time
A. Reflection and Prayer	Mark McDonald	15 minutes
1. Information and Reports		Approximately 1 hour
A. Approval of Minutes		
B. Treasurer's Report.	Cheryl Josephson	
C. Other Group and Committee reports as needed or requested		
1. Church Directory	Gloria Sims	
2. Women at the Well and Reception	Mark McDonald	
a. Free admission		
b. Advertise in Lillian and in Diocese.		
3. BBQ and Blues	Vestry	
4. Stewardship	Kathy Cunningham	
D. Thrift Shop Report		
E. Sr. Warden Report and Action Items/Memorial Garden	Jean Ray	
F. Jr. Warden Report	Kenny Lomers	
G. Vicar's Report	Mark McDonald	
2. Discussion		Approximately 1 hour
A. Communications review	Kathy Cunningham	
B. Spending Limit for Vicar	Open	
C. Spending Limit in Emergency Situations for Executive Committee	Open	
D. Project Proposals and estimates for Loan Proceeds	Kenny Lomers	
3. Decision		15 minutes
4. Set next Vestry Meeting Date		
5. Closing Prayer and Blessing		

Vestry Meeting

June 13, 2017

In attendance: Mark McDonald, Jean Ray, Don Lewis, Sandy Dorsett, Kenny Lomers, Kathy Cunningham, Gloria Sims, Cheryl Josephson, Rachael Johnston

Visitor: Jan Corbett

Meeting was called to order and opened with Prayer.

Prayer and reflection – comments on the recent successful sharing faith dinners.

Approval of Minutes: Motion was made to approve as submitted. Seconded, passed.

Treasurer's Report. The new loan with the Diocese in the amount of \$100,000 is in place as of June 1, 2017. The actual amount received by COTA from this loan is \$63,363.46, reflecting the payoff of the balance of the prior Diocesan mortgage loan of \$36,636.54.

Of the \$63,363.54 received, the treasurer put \$31,207 back into the general fund to "reimburse" that fund for the unanticipated expenses of recent past: Hovde Hall roof leak and repair, address of the water flow/retention, moving air conditioners, etc. COTA will have approximately \$30,000 of this new loan to advance and complete church and thrift shop projects.

A question was raised about the Diocese not loaning for schools or thrift shops. This will be clarified as there were no restrictions such as this stated in the loan agreement.

The treasurer recommends that the \$30,000 available for projects be managed out of the building fund as there are continued projects to improve parking at the church and maintenance/construction and parking lot issues at the thrift shop.

The treasurer reports that the church is financially stable. The attached report ends May 31, 2017 and reflects approximately \$18,000 in the general operating fund. (This includes the monthly sweep from the thrift shop account as previously approved by the Vestry.)

Treasurer's report was acknowledged.

Thrift Shop Report: Guest report by Jan Corbett. Jan talked to Mark last October about what was needed at the Thrift Shop, including the need for someone to oversee the shop. She has a list of all the things needed. One problem is the dumpster situation. The present dumpster has a hole in the bottom of it that allows trash to remain on the ground after the dumpster is lifted. We may need a larger unit. Jan proposed a gate to be placed over the donation area, with posted open hours. Estimate is \$225 for a strong gate with metal braces. She also asked we poll the congregation for a volunteer one Monday a month between the hours of 9 and 9:30 to pick up the heavy donations and move them from the porch.

Church Directory: Gloria Sims reported she is working on it and has located several sources to do the directory. Will contact LifeTouch since they did the previous directory.

Church Mice – Cheryl commented that Church Mice needs to be memorialized. She will submit a list of the donations Church Mice has presented to the church.

Sr. Warden; Since Jean was not at last month's meeting, she had no report.

Jr. Warden Report: Painting of Hovde Hall is going slow. We contracted an individual to do the work for \$1,000 as opposed to the professional estimate of \$4,000. The wooden strip on the sanctuary double front doors has been installed.

Wish list for improvements:

Expanding paved parking area of Sanctuary. Two estimates, \$7,900, and \$6,600. Includes concrete, wiring, paving, finish and removing trash. Gravel is going to be needed for the parking lot at \$800 a load. Estimate is \$2,000 to deliver and spread.

Dehumidification of the church – will get a quote from Perdido Heating and Air Conditioning.

Memorial Garden – If we proceed the first stop is to get the pond cleaned out. The bid is \$800. Discussion on the Memorial Garden moved to next month's meeting.

Thrift Shop – shingle roof vs. metal roof. Because of the cost of shingles it would probably be just as cheap to do a metal roof. Getting estimate now.

Thrift Shop Parking. Kenny talked to Gene Fell. Two entrances, both on a hill, need attention. Kenny estimates cost at \$3,000 for bringing rock in and spreading it in the parking lot in the back as well as putting some asphalt at the two front entrances.

Expansion on the back of the Thrift Shop to alleviate congesting in the sorting area. Kenny estimates new addition can be done for less than \$14,000.

Kathy made a motion to proceed with concrete paving and parking pad, which is estimated at approximately \$7,000. Motion was seconded. Motion passed.

Vicar's Report: Mark submitted a detailed written report (copy attached)

Discussion:

BBQ & Blues. Date is set for October 21. We need to get with Joe Dorsett and start meetings. Kenny suggested the first meeting in July.

Stewardship Chair and Program: Stewardship letter for Pray, Worship, Serve was mailed out. Only three responses so far. Kathy Cunningham has volunteered to chair.

Communications review: ACTION: Place communication review on next month's agenda.

Women at the Well Musical Program: Motion made and passed to host this event in August, at a cost of \$250, and includes lodging at Mark's bay house.

Building Maintenance Fund Request: covered under Treasurer's report.

Decision:

Barbecue trailer: Mark reported that he spent \$1,200 purchasing a BBQ trailer for the church without consulting the Vestry for a vote because he felt the price was good and that there was no time to consult Vestry. Kathy voiced concern because she was under the impression there was a limit on expenditures without Vestry consent. Cheryl and Jean reported they could find no Vestry minute entries from the past or in the by-laws that limited expenditures by the Vicar without Vestry approval. There is

a \$500 limit which the Jr. Warden can spend for repairs without consulting the Vestry. It was moved and seconded to ratify the purchase of the BBQ trailer. The motion was approved unanimously.

Next vestry meeting date set for the 3rd Tuesday in July, July 18. Executive committee meeting would be July 11.

Meeting was closed with prayer and blessing.

Respectfully submitted:

Kathy Cunningham

Clerk of the Vestry

	Current Year
ASSETS	
BANK ACCOUNTS	
CHECKING ACCOUNTS	
United Bank (Operating)	\$52,366.44
United Bank (Thrift Shop)	11,462.02
United Bank (Designated)	75,650.00
	<hr/>
Subtotal Bank Accounts	139,478.46 ✓
CASH ON HAND	
Thrift Shop Petty Cash	150.00
INVESTMENTS	
United Bank CD	15,000.00
FIXED ASSETS	
LAND	
Land 12099 Co Road 99	200,000.00
Thrift Shop US Hwy 98	168,000.00
	<hr/>
Subtotal Land	368,000.00
BUILDINGS	
Hovde Hall	230,000.00
Thrift Shop	30,000.00
Sanctuary	830,000.00
Storage Shed	30,000.00
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Subtotal Buildings	1,120,000.00
EQUIPMENT	
Tables	2,000.00
Chairs	6,600.00
Audio/Visual Equipment	9,100.00
Organ & Pianos	60,000.00
Office Equipment	500.00
Office Furniture	5,000.00
Kitchen Equipment	17,500.00
	<hr/>
Subtotal Equipment	100,700.00
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Subtotal Fixed Assets	1,588,700.00
	<hr/>
TOTAL ASSETS	<u><u>\$1,743,328.46</u></u>
LIABILITIES	
CURRENT LIABILITIES	
TAXES PAYABLE	
941 Taxes Payable	\$576.77
THRIFT SHOP	
Sales Tax Payable	358.84
	<hr/>
Subtotal Current Liabilities	935.61
LONG-TERM LIABILITIES	
MORTGAGES & LOANS	
Diocesan Sanctuary Loan	100,000.00

	<u>Current Year</u>
TOTAL LIABILITIES	100,935.61
NET ASSETS	
GENERAL FUND	
Net Fund Balance	\$1,555,487.63
Thrift Shop Fund Balance	<u>11,255.22</u>
Subtotal General Fund	1,566,742.85
DESIGNATED FUNDS	
Mortgage Fund	15,939.36
Special Events Fund	-750.67
Memorial Fund	8,535.40
Building Maintenance Fund	35,657.46
ECW Fund	12,983.45
Outreach	<u>3,285.00</u>
Subtotal Designated Funds	75,650.00
TOTAL FUND BALANCE	<u>1,642,392.85</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$1,743,328.46</u></u>

Episcopal Church of the Advent
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	Current Period	Current Budget	Year to Date	Year to Date Budget
INCOME				
GENERAL FUND INCOME				
CONTRIBUTION INCOME				
Pledges and Offerings	\$12,845.00	\$9,583.33	\$60,689.00	\$57,499.98
Pledges & Offerings Local	0.00	0.00	4,433.40	0.00
Unpledged Offering	31,324.00	833.33	34,969.28	4,999.98
Subtotal Contribution Income	44,169.00	10,416.66	100,091.68	62,499.96
<i>Budgeted</i>	44,169.00	10,416.66	95,658.28	62,499.96
<i>Non-Budgeted</i>	0.00		4,433.40	
OTHER INCOME				
Banking Interest	0.00	4.17	29.27	25.02
Subtotal General Fund Income	44,169.00	10,420.83	100,120.95	62,524.98
<i>Budgeted</i>	44,169.00	10,420.83	95,687.55	62,524.98
<i>Non-Budgeted</i>	0.00		4,433.40	
THRIFT SHOP				
Thrift Shop Income	5,585.76	5,000.00	30,510.91	30,000.00
DESIGNATED FUND INCOME				
Mortgage Fund Income	300.00	100.00	29,300.00	600.00
Building Maintenance Fund	32,256.46	0.00	32,906.46	0.00
Special Events Income	287.00	1,666.67	10,008.50	10,000.02
Memorial Fund Income	0.00	133.33	4,775.00	799.98
ECW Fund Income	0.00	0.00	60.00	0.00
Outreach Income	75.00	500.00	75.00	3,000.00
Bishop Discretionary Inc	0.00	0.00	285.00	0.00
Subtotal Designated Fund Income	32,918.46	2,400.00	77,409.96	14,400.00
<i>Budgeted</i>	662.00	2,400.00	44,218.50	14,400.00
<i>Non-Budgeted</i>	32,256.46		33,191.46	
TOTAL INCOME	82,673.22	17,820.83	208,041.82	106,924.98
<i>Budgeted</i>	50,416.76	17,820.83	170,416.96	106,924.98
<i>Non-Budgeted</i>	32,256.46		37,624.86	
EXPENSES				
DIOCESAN PLEDGE				
Diocesan Pledge	891.40	0.00	5,348.40	0.00
Diocesan Pledge Restrict	66.60	66.60	333.00	399.60
Subtotal Diocesan Pledge	958.00	958.33	5,681.40	5,749.98
<i>Budgeted</i>	66.60	958.33	333.00	5,749.98
<i>Non-Budgeted</i>	891.40		5,348.40	
FIXED EXPENSES				
SALARIES				
CLERGY SALARY				
Clergy Salary	2,333.33	2,138.92	13,999.98	12,833.52
Clergy Housing	2,100.00	1,925.00	12,600.00	11,550.00
Clergy Retirement	1,596.00	798.00	4,788.00	4,788.00
Clergy Health/Life Insur	2,288.40	2,288.33	13,730.40	13,729.98
Subtotal Clergy Salary	8,317.73	7,150.25	45,118.38	42,901.50
<i>Budgeted</i>	8,317.73	7,150.25	45,118.38	42,901.50
<i>Non-Budgeted</i>	0.00			

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	Current Period	Current Budget	Year to Date	Year to Date Budget
Clergy Travel Allowance	0.00	41.67	0.00	250.02
SUBSTITUTE CLERGY				
Substitute Clergy Stipend	366.05	41.67	541.05	250.02
Substitute Clergy Travel	0.00	0.00	72.80	0.00
Subtotal Substitute Clergy	366.05	41.67	613.85	250.02
<i>Budgeted</i>	366.05	41.67	613.85	250.02
<i>Non-Budgeted</i>	0.00			
Subtotal Salaries	8,683.78	7,233.59	45,732.23	43,401.54
<i>Budgeted</i>	8,683.78	7,233.59	45,732.23	43,401.54
<i>Non-Budgeted</i>	0.00			
SUPPORT STAFF				
Staff Salaries	1,323.00	958.33	5,622.76	5,749.98
MUSICIANS				
Organist/Pianist	425.00	600.00	3,765.00	3,600.00
EMPLOYER EXPENSES				
Payroll Taxes	101.19	191.67	430.07	1,150.02
ADMINISTRATION				
Advertising	0.00	41.67	482.47	250.02
Dues & Subscriptions	20.00	50.00	319.00	300.00
Office Supplies	92.00	83.33	611.37	499.98
Postage/Shipping	0.00	16.67	96.00	100.02
Printing - Copies	0.00	75.00	532.21	450.00
Copier Lease	144.79	156.83	764.55	940.98
Mileage Reimbursements	171.14	0.00	171.14	0.00
Comprehensive Insurance	0.00	773.33	5,033.00	4,639.98
Workers Comp Insurance	157.00	100.00	386.00	600.00
Website	0.00	4.17	0.00	25.02
Subtotal Administration	584.93	1,301.00	8,395.74	7,806.00
<i>Budgeted</i>	413.79	1,301.00	8,224.60	7,806.00
<i>Non-Budgeted</i>	171.14		171.14	
COMPUTER EXPENSES				
Computer Software	0.00	0.00	109.98	0.00
Computer Support	124.00	20.67	124.00	124.02
Subtotal Computer Expenses	124.00	20.67	233.98	124.02
<i>Budgeted</i>	124.00	20.67	124.00	124.02
<i>Non-Budgeted</i>	0.00		109.98	
UTILITIES				
Electricity	292.93	500.00	2,618.25	3,000.00
Water	18.72	18.75	112.32	112.50
Sewer	0.00	56.00	272.50	336.00
Waste	48.00	19.00	96.00	114.00
Telephone	210.54	216.67	1,261.62	1,300.02
Pest Control	85.00	29.17	255.00	175.02
Subtotal Utilities	655.19	839.59	4,615.69	5,037.54
<i>Budgeted</i>	655.19	839.59	4,615.69	5,037.54
<i>Non-Budgeted</i>	0.00			
BUILDING MAINTENANCE				
Bldg Maint Sanctuary	0.00	125.00	1,638.00	750.00
Bldg Maint Hovde Hall	0.00	41.67	18,113.75	250.02

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	Current Period	Current Budget	Year to Date	Year to Date Budget
Grounds Maint Church	480.00	333.33	2,840.00	1,999.98
Subtotal Building Maintenance	480.00	500.00	22,591.75	3,000.00
<i>Budgeted</i>	480.00	500.00	22,591.75	3,000.00
<i>Non-Budgeted</i>	0.00			
CLEANING				
Cleaning Supplies	0.00	5.00	5.33	30.00
Cleaning Hovde Hall	65.00	140.83	780.00	844.98
Cleaning Sanctuary	85.00	184.17	1,020.00	1,105.02
Subtotal Cleaning	150.00	330.00	1,805.33	1,980.00
<i>Budgeted</i>	150.00	330.00	1,805.33	1,980.00
<i>Non-Budgeted</i>	0.00			
Subtotal Fixed Expenses	12,527.09	11,974.85	93,192.55	71,849.10
<i>Budgeted</i>	12,355.95	11,974.85	92,911.43	71,849.10
<i>Non-Budgeted</i>	171.14		281.12	
DEPARTMENTS/COMMITTEES				
CHRISTIAN EDUCATION				
Printed Material	0.00	125.00	124.45	750.00
CONVENTIONS & SEMINARS				
Diocesan Convention	68.00	62.50	791.94	375.00
Vestry Retreat	0.00	25.00	74.79	150.00
Subtotal Conventions & Seminars	68.00	87.50	866.73	525.00
<i>Budgeted</i>	68.00	87.50	866.73	525.00
<i>Non-Budgeted</i>	0.00			
MUSIC				
Copyright Licensing	0.00	12.50	0.00	75.00
Music Supplies	0.00	0.00	438.00	0.00
Subtotal Music	0.00	12.50	438.00	75.00
<i>Budgeted</i>	0.00	12.50	0.00	75.00
<i>Non-Budgeted</i>	0.00		438.00	
EVANGELISM/OUTREACH				
Special Events	0.00	0.00	40.94	0.00
Outreach Donations	85.22	0.00	85.22	0.00
Subtotal Evangelism/outreach	85.22	0.00	126.16	0.00
<i>Budgeted</i>	0.00	0.00	40.94	0.00
<i>Non-Budgeted</i>	85.22		85.22	
MINISTRY EXPENSE				
Altar Supplies	0.00	33.33	189.04	199.98
Hospitality	0.00	41.67	297.73	250.02
Clergy Computer	100.00	100.00	600.00	600.00
Flowers	0.00	33.33	347.85	199.98
Subtotal Ministry Expense	100.00	208.33	1,434.62	1,249.98
<i>Budgeted</i>	100.00	208.33	1,434.62	1,249.98
<i>Non-Budgeted</i>	0.00			
Subtotal Departments/committees	253.22	433.33	2,989.96	2,599.98
<i>Budgeted</i>	168.00	433.33	2,466.74	2,599.98

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	Current Period	Current Budget	Year to Date	Year to Date Budget
<i>Non-Budgeted</i>	85.22		523.22	
THIFT SHOP EXPENSE				
ADMINISTRATIVE (TS)				
Advertising (TS)	0.00	16.00	20.00	96.00
Supplies	0.00	83.33	208.89	499.98
Building Fund Transfer	0.00	3,750.00	0.00	7,500.00
Subtotal Administrative (ts)	0.00	3,849.33	228.89	8,095.98
<i>Budgeted</i>	0.00	3,849.33	228.89	8,095.98
<i>Non-Budgeted</i>	0.00			
BUILDING & GROUNDS				
Bldg Maint (TS)	0.00	0.00	265.18	0.00
Cleaning (TS)	150.00	150.00	900.00	900.00
Pest Control	0.00	0.00	130.00	0.00
Grounds Maint (TS)	120.00	10.00	325.00	60.00
Bldg Repairs (TS)	0.00	166.67	660.23	1,000.02
Subtotal Building & Grounds	270.00	326.67	2,280.41	1,960.02
<i>Budgeted</i>	270.00	326.67	2,150.41	1,960.02
<i>Non-Budgeted</i>	0.00		130.00	
UTILITIES (TS)				
Electricity (TS)	161.27	183.33	788.40	1,099.98
Water (TS)	18.72	20.83	112.32	124.98
Waste (TS)	133.68	166.67	847.98	1,000.02
OOMA Telephone	6.08	2.92	36.84	17.52
Internet (TS)	68.99	60.00	413.94	360.00
Subtotal Utilities (ts)	388.74	433.75	2,199.48	2,602.50
<i>Budgeted</i>	388.74	433.75	2,199.48	2,602.50
<i>Non-Budgeted</i>	0.00			
Subtotal Thift Shop Expense	658.74	4,609.75	4,708.78	12,658.50
<i>Budgeted</i>	658.74	4,609.75	4,578.78	12,658.50
<i>Non-Budgeted</i>	0.00		130.00	
DESIGNATED FUND EXPENSE				
MORTGAGE EXPENSE				
Diocesan Mtg. Prin.	0.00	0.00	18,486.22	3,904.60
Diocesan Mtg. Interest	0.00	0.00	983.78	1,095.40
Subtotal Mortgage Expense	0.00	0.00	19,470.00	5,000.00
<i>Budgeted</i>	0.00	0.00	19,470.00	5,000.00
<i>Non-Budgeted</i>	0.00			
SPECIAL EVENTS				
Special Events Expense	0.00	0.00	3,931.83	0.00
Subtotal Designated Fund Expense	0.00	0.00	23,401.83	5,000.00
<i>Budgeted</i>	0.00	0.00	23,401.83	5,000.00
<i>Non-Budgeted</i>	0.00			
Subtotal Expenses	14,397.05	17,976.26	129,974.52	97,857.56
<i>Budgeted</i>	13,249.29	17,976.26	123,691.78	97,857.56
<i>Non-Budgeted</i>	1,147.76		6,282.74	

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	Current Period	Current Budget	Year to Date	Year to Date Budget
ECW FUND				
ECW Fund Expense	0.00	0.00	60.00	0.00
OUTREACH				
Outreach Expense	0.00	500.00	0.00	3,000.00
BISHOP DISCRETIONARY EXPN				
Bishop Discretionary Exp	0.00	0.00	285.00	0.00
TOTAL EXPENSES	14,397.05	18,476.26	130,319.52	100,857.56
<i>Budgeted</i>	13,249.29	18,476.26	123,751.78	100,857.56
<i>Non-Budgeted</i>	1,147.76		6,567.74	
TRANSFERS				
Transfer to other funds	\$581.22	\$0.00	\$3,668.22	\$0.00
Transfer to Outreach Bal.	500.00	0.00	3,000.00	0.00
TOTAL TRANSFERS	1,081.22	0.00	6,668.22	0.00
<i>Budgeted</i>	0.00	0.00	0.00	0.00
<i>Non-Budgeted</i>	1,081.22		6,668.22	
EXCESS INCOME\EXPENSES	\$69,357.39	-\$655.43	\$84,390.52	\$6,067.42
<i>Budgeted</i>	37,167.47	-655.43	46,665.18	6,067.42
<i>Non-Budgeted</i>	32,189.92		37,725.34	